



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

# Candidate Bulletin

Local and Constitutional Offices  
Requirements for the  
November 5, 2019 Special Elections

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## Definitions and Key Icons

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**Political party** – an organization that at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election

**Primary candidate** – an individual who is seeking the nomination of a political party by running in a primary

**Non-primary party candidate** – an individual who is seeking the nomination of a political party by a means other than a primary; speak with the party

**Independent** – an individual who is seeking to run in a General Election without the nomination from the Republican or Democratic party (may include a recognized party or no party)

**Incumbent** – an officeholder who wants to run for reelection to the same office

**Qualified voter** – a person who is entitled to vote under the Virginia Constitution and is properly registered to vote (see [definition here](#))

**Va. Code** – Virginia Code

**VAC** – Virginia Administrative Code

**Writ of election** – a legal document issued by a judge ordering an election

**[COMET](#)** – Database for candidates to file, and the Department of Elections to track, campaign finance

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- Notes where to find information in the Code of Virginia or Virginia Administrative Code.



- Indicates beginning and/or ending deadlines for filing documents.



- Indicates information on where to file documents.



- Indicates additional information that may be helpful.

## How candidates get on the ballot in Virginia

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### Follow these instructions to get on the ballot for:

- the Primary Election on Tuesday June 11, 2019.
- a Special Election on Tuesday November 5, 2019.

Follow these instructions if you are running for one of the special elections occurring during the November, 2019 general election. The list of specials can be found on the ELECT website; <https://www.elections.virginia.gov/casting-a-ballot/calendars-schedules/nov-special-elections.html>.

\*ELECT regularly updates this list on the ELECT website.  
Please see [elections.virginia.gov](https://www.elections.virginia.gov) for an up to date list.

## Election Calendar 2019

Type of Election	Candidates: Last Day to File
<b>Primary</b> Tuesday, June 11, 2019	Thursday, March 28, 2019; 5:00 p.m.
Find in Code: Va. Code §§ <a href="#">24.2-503</a> , <a href="#">24.2-522</a> and <a href="#">24.2-524</a>	
<b>Special</b> Tuesday, November 5, 2019	1st November vacancy: Friday, August 16, 2019 2nd November vacancy: Tuesday, June 11, 2019 at 7:00 pm
Find in Code: Va. Code §§ <a href="#">24.2-503</a> and <a href="#">24.2-507</a>	

### Do you fulfill the basic qualifications to be a candidate?

- You have been a resident of Virginia for one year immediately preceding the election.
- You are a resident of the county, city, or town in which you are trying to run for office.
- You are registered to vote in the county, city, or town in which you are trying to run for office.

## What, when, and where do I file?

[Find more information below table.](#)

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
<b>1</b>	<a href="#">Certificate of Candidate Qualification – Local Office</a>  §§ <a href="#">24.2-501</a> or <a href="#">24.2-503</a>		Your general registrar  May be sent postmarked by deadline if sent registered or certified USPS mail.	Primary candidates: When the writ of election is issued  Non-primary party and independent candidates: When the writ of election is issued	Thursday March 28, 2019 at 5:00 p.m.  1st November vacancy: Friday, August 16, 2019  2nd November vacancy: Tuesday, June 11, 2019 at 7:00 pm
<b>2</b>	<a href="#">Statement of Economic Interest – Local Office</a>  §§ <a href="#">24.2-502</a> and <a href="#">24.2-503</a>	Only applies to certain candidates review page 8	Your general registrar  May be sent postmarked by deadline if sent registered or certified USPS mail.	Primary candidates: When the writ of election is issued  Non-primary party and independent candidates: When the writ of election is issued	Thursday March 28, 2019 at 5:00 p.m.  1st November vacancy: Friday, August 16, 2019  2nd November vacancy: Tuesday, June 11, 2019 at 7:00 pm
<b>3</b>	<a href="#">Primary Filing Fee</a>  §§ <a href="#">24.2-523</a> and <a href="#">24.2-524</a>		With the Treasurer or Director of Finance in the locality where you live.	Primary candidates: When the writ of election is issued  Non-primary party and independent candidates: You do not need to file.	Thursday March 28, 2019 at 5:00 p.m.
<b>4a</b>	<a href="#">Declaration of Candidacy</a>  §§ <a href="#">24.2-505</a> , <a href="#">24.2-507</a> , <a href="#">24.2-520</a> , and <a href="#">24.2-522</a>	Submit with the receipt for your primary filing fee (4b) and Petitions of Qualified Voters (4c).	Primary candidates: With the Chairman of your local political party.	Primary candidates: When the writ of election is issued  Non-primary party candidates: You do not need to file.	Thursday March 28, 2019 at 5:00 p.m.

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
			All other candidates: With the General Registrar of your locality.	Independent candidates: When the writ of election is issued	1st November vacancy: Friday, August 16, 2019 2nd November vacancy: Tuesday, June 11, 2019 at 7:00 pm
<b>4b</b>	Receipt for Primary Filing Fee  §§ <a href="#">24.2-505</a> , <a href="#">24.2-507</a> , <a href="#">24.2-520</a> , and <a href="#">24.2-522</a>		With the Chairman of your local political party.	Primary candidates: When the writ of election is issued  Non-primary party and independent candidates: you do not need to file.	Thursday March 28, 2019 at 5:00 p.m.
<b>4c</b>	<a href="#">Petitions of Qualified Voters</a>  §§ <a href="#">24.2-505(D)</a> , <a href="#">24.2-506</a> , <a href="#">24.2-507</a> , <a href="#">24.2-521</a> , and <a href="#">24.2-522</a>  Administrative Code <a href="#">1 VAC 20-50-20</a> and <a href="#">1 VAC 20-50-30</a>	You do not need to submit all signature pages at once.	Primary candidates: With the Chairman of your local political party.  All other candidates: With the General Registrar of your locality.	Primary candidates: When the writ of election is issued  Non-primary party candidates: You do not need to file.  Independent candidates: When the writ of election is issued	Thursday March 28, 2019 at 5:00 p.m.  1st November vacancy: Friday, August 16, 2019 2nd November vacancy: Tuesday, June 11, 2019 at 7:00 pm
<b>5</b>	<a href="#">Statement of Organization for a Candidate</a>  §§ 24.2 <a href="#">Chapter 9.3</a> §§ 24.2 <a href="#">24.2-947.1</a>	Submit two copies:  1) With the Department of Elections according to instructions in COMET, and  2) With your General Registrar after filing with the Department of Elections			Within 10 days of meeting specific conditions. <a href="#">See conditions listed here</a> and in <a href="#">code 24.2-947.1</a> .
<b>6</b>	Campaign Finance Reports  §§ 24.2 <a href="#">Chapter 9.3</a>	<a href="#">With the Department of Elections through COMET.</a>  OR  If your locality has a population of less than 70,000, with your general registrar by paper.			<a href="#">According to the schedule published by the Department of Elections.</a>

## Follow these steps to file your candidacy:

-  Fill out and submit the [Certificate of Candidate Qualification Form – Local Offices](#) (SBE-501).



Find in Virginia Code §§ [24.2-501](#) or [24.2-503](#).



### Primary candidates

File starting: **When the writ of election is issued.**

File ending **March 28th, 2019 at 5 pm.**

### Non-primary party and independent candidates

File starting **When the writ of election is issued.**

File ending

- 1st November vacancy: **Friday, August 16, 2019.**
- 2nd November vacancy: **Tuesday, June 11, 2019 at 7:00 pm**

All candidates can mail this form by the deadline and the general registrar will accept it. You must:

-  Pay the postage and send by registered or certified mail.
-  Keep the receipt in case the general registrar asks for proof that you mailed this form before the deadline.



Submit this form to your general registrar.



After you submit this form:

- The general registrar puts your information into the Virginia Election and Registration Information System (VERIS).
- The Department of Elections posts your contact information on the Department website.

-  Fill out and submit the [Statement of Economic Interests](#) (if required).



Find in Virginia Code §§ [24.2-502](#) and [24.2-503](#).

Required for candidates running for constitutional office OR a candidate running for a seat on a governing body or elected school board of any county, city, or town with a population in excess of 3,500 persons.



### Primary candidates

File starting **When the writ of election is issued.**

File ending **March 28th, 2019 at 5 pm.**

### Non-primary party and independent candidates

File starting **When the writ of election is issued.**

File ending:

- 1st November vacancy: **Friday, August 16, 2019**
- 2nd November vacancy: **Tuesday, June 11, 2019 at 7:00 pm**

All candidates can mail this form by the deadline and we will accept it. You must:

- ☐ Pay the postage and send by registered or certified mail.
- ☐ Keep the receipt in case we ask for proof that you mailed this form before the deadline.



Submit this form to your general registrar.



Filing with your general registrar does not apply to incumbents seeking the same office who filed the Statement of Economic Interest pursuant to § 2.2-3117, as part of their requirements of begin an office holder.

If you need help with this form, contact the [Virginia Conflict of Interest and Ethics Advisory Council](#).

☐ Email: [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)

☐ Phone number: 804-698-1848

### ☐ Submit Primary Filing fee and receipt.



Find in Virginia Code §§ [24.2-523](#) and [24.2-524](#).



Submit payment starting **When the writ of election is issued.**

Submit payment before **March 28th, 2019 at 5 pm.**

Submit Primary Filing Fee Receipt, Declaration of Candidacy form, and petition signatures together.

Non-primary party and independent candidates do not need to pay filing fee.



Submit your payment to the Treasurer or Director of Finance in the locality where you live.



Keep the receipt for your payment. You will need to submit this with your Declaration of Candidacy and petition signatures.

## What happens to my primary filing fee if I get disqualified, run unopposed, or withdraw?

**If you get disqualified or run unopposed** you will get a refund for the primary filing fee.

**If you withdraw** you can get a refund if the general registrar receives your withdrawal notice before the party chair files the Certification of Qualified Primary Candidates form. The deadline for party chairs to file is April 2nd, 2019, but the party may file sooner.

 Fill out and submit a [Declaration of Candidacy](#) form (SBE-505/520).



Find in Virginia Code §§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#).



### Primary candidates

File starting **When the writ of election is issued**.  
File ending **March 28th, 2019 at 5 pm**.

### Independent candidates

File starting **When the writ of election is issued**.  
File ending:

- 1st November vacancy: **Friday, August 16, 2019**
- 2nd November vacancy: **Tuesday, June 11, 2019 at 7:00 pm**

Your general registrar must **receive** this form by the deadline listed above. A postmark or other mailing service timestamp does not qualify.



Submit this form along with:

-  the Petitions of Qualified Voters **AND**
-  the Primary filing receipt (if required)

to

-  Primary candidates: Chairman of your local political party
-  All other candidates: your general registrar.



If you are a party candidate nominated by a method other than a primary then you do not need to submit a Declaration of Candidacy unless required by your party.

 Collect petition signatures and submit the [Petitions of Qualified Voters](#) (SBE-506/521).



Find in Virginia Code §§ [24.2-505\(D\)](#), [24.2-506](#), [24.2-507](#), [24.2-521](#), and [24.2-522](#).

Find in [1 VAC 20-50-20](#) and [1 VAC 20-50-30](#).

Check local charters for additional or different requirements.

Contact the local attorney for guidance.

	<b>Primary Candidates</b>	<b>Non-primary party candidates</b>	<b>Independent Candidates</b>
	<p>Collect signatures: Wednesday, January 2, 2019 – Thursday March 28th, 2019.</p> <p>File starting: March 11th, 2019 at 12 pm.</p> <p>File ending: March 28th, 2019 at 5 pm.</p>	<p>You do not need to submit this form.</p>	<p>Collect signatures: File starting: Upon the submission of the writ</p> <p>File ending: 1st November vacancy: Friday, August 16, 2019</p> <p>2nd November Vacancy: Tuesday, June 11th, 2019 at 7 pm.</p>
	<p>Submit this form to the Chairman of your local political party.</p>		<p>File this form with your general registrar.</p>



The first time you file petition pages must be filed along with the Declaration of Candidacy and receipt for Primary Filing fee (if required)

Candidates running for general and/or a special election may file petition pages more than once.

See table below for number of signatures needed.

Independent candidates will appear on the ballot in the order of time of filing for the office - the time at which the independent candidate files the required number of petition signatures. If no petition is required, the time of filing will be when the candidate files a completed statement of qualification.

At the time of filing you can request notification of any problems that can be corrected before the filing deadline. Make this request in writing and address it to the Secretary of the local electoral board.

They will try to get back to you but cannot guarantee a timely response.

If you do not qualify as a candidate because you did not have enough signatures then you can submit an appeal to the local electoral board regarding the petition signatures.

Submit your appeal **within 5 days** from when the disqualification notice was issued.

You will need to prove that you have the correct number of signatures from qualified voters before the deadline.

Find more information in [1 VAC 20-50-30](#).

### Petition Signature Requirements

<b>Office you seek</b>	<b>Size of locality (if relevant)</b>	<b>Number of petition signatures you need from qualified voters</b>
Constitutional office		125 signatures
Membership on the governing body or elected school board of	Any county or city	125 signatures
Membership on the governing body or elected school board of	An election district, not at large, with 1000 or less registered voters	50 signatures
Membership on the governing body or elected school board of	Any town with more than 3,500 registered voters.	125 signatures
Membership on the governing body or elected school board of	A ward or other district not at large.	25 signatures
Membership on the governing body or elected school board of	Any town with 1,500 – 3,500 registered voters.	50 signatures
Membership on the governing body or elected school board of	Any town with 1,500 – 3,500 registered voters.	50 signatures
Membership on the governing body or elected school board of	Any ward or other district not at large.	25 signatures
Membership on the governing body or elected school board of	Any town with less than 1,500 registered voters.	No signatures required
Director of a soil and water conservation district		25 signatures
All other candidates		50 signatures

The next two requirements relate to Campaign Finance accounts and reporting.

❓ Fill out and submit [Statement of Organization for a Candidate](#).



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Within 10 days of one of the following:

- you accept a contribution.
- you spend any funds.
- you pay a filing fee.
- you file a Certificate of Candidate Qualification.
- you appoint a campaign treasurer, campaign committee, or campaign depository.



Submit copies to:

- [With the Department of Elections according to the instructions in COMET](#)
- ❓ [the General Registrar in the locality where you live after filing with the Department of Elections](#).



If you do not submit this form you may have to pay penalties.

Learn about the [Campaign Finance Disclosure Act](#).

❓ Submit Campaign Finance Reports



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Submit reports according to the [schedule published by the Department of Elections](#).



Submit copies to:

- ❓ [Department of Elections through COMET](#).
- ❓ OR to your general registrar by paper for localities with populations fewer than 70,000.

#### General Disclaimer

The electronic version of this Candidate Bulletin can be found on the Department of Elections website:

<https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>

Candidates are responsible for complying with all current applicable local, state, and federal laws and regulations.

This Candidate Bulletin provides an overview of Virginia electoral requirements only. It does not purport to provide legal advice or binding statements of official policy. Rather, the Candidate Bulletin describes election law found in the Code of Virginia. Applicable laws and regulations are subject to change in content and interpretation.